Faculty Workload Assignment Policy and Instructions

Grant Applications:

For any external grant application, even if salary is not being requested, a faculty member must work with their Chair to document workload effort in the appropriate categories. The Faculty Workload Assignment worksheet is part of the approval process and must be filled out and signed by all faculty associated with a grant, the faculty member(s) Chair, and Dean.

Funded/Active Grants:

At the beginning of each semester/term the grant is active, a new Faculty Workload Worksheet for Active Grants must be filled out, signed and kept on file within the College or Division.

Teaching/Instruction (at least 30%)
Teaching and teaching related duties vary from semester to semester and year to year. Faculty must follow guidelines in the University Handbook and College Promotion and Tenure documents for quantitative and qualitative teaching effort. The list below includes activities that may be included for effort certification purposes. This list is not all-inclusive nor is it meant to identify countable activities and endeavors towards tenure and promotion.

- In-class teaching (contact hours)
- Class preparation and grading
- Course development (new courses, course revisions, development of teaching aids, updates in-course currency, etc.)
- Curriculum development (program, department, etc.)
- Office hours
- Supervising independent study
- Faculty development activities (attendance at workshops, seminars, or conferences on teaching; acquiring new skills that can be brought to the classroom, etc.)
- Assessment activities
- Grants for teaching related activities

Research/Scholarship (at least 20%)
Research/Scholarship activities at the University of Southern Indiana may come in a variety of forms. Faculty must follow guidelines in the University Handbook and College Promotion and Tenure documents for official lists of countable research/scholarship. The list below includes activities that may be included for effort certification purposes. This list is not all-inclusive nor is it meant to identify countable activities towards tenure and promotion.

- Independent research, scholarly pursuits, original works, innovation, creative works
- Publication and preparation for publication of original research results in professional journals

- Collaborative research with colleagues and/or students that results in peer reviewed publication and/or presentation
- Authorship (or editorship, if applicable) of published scholarly books (including scholarly textbooks--see Appendix I), book chapters, patents, computer software, technical reports, or technical manuals
- Presentation of research results at professional meetings or conferences
- Authorship of proposals to obtain grants for research-related activities
- Presentation of scholarly work at seminars or workshops related to research
- Consulting or similar professional work with businesses, industries, non-profit institutions, or governmental agencies
- Active involvement in professional organizations and societies related to the faculty member's area of expertise
- Involvement in faculty development activities to improve research skills or competencies
- Reviews of journal articles, books, manuscripts, or grant proposals for external agencies

Service/Engagement (at least 10%)

The University of Southern Indiana recognizes that worthwhile service/engagement contributions are those in which the faculty member contributes his or her knowledge, interests, and skills in work that betters the institution or the community at large.

Faculty must follow guidelines in the University Handbook and College Promotion and Tenure documents for official lists of countable service/engagement activities.   The list below includes activities that may be included for effort certification purposes.   This list is not all-inclusive nor is it meant to identify countable activities towards tenure and promotion.

- Involvement with University, college, or departmental committees or task forces
- Involvement with community organizations, boards, or activity groups as related to faculty members expertise
- Contributions to University or community betterment made by the faculty member as an individual, not as part of a group
- Assumption of leadership roles in service/engagement activities
- Service in administrative positions at the program, department, college, or University levels
- Serving in a leadership role (i.e. Faculty Advisory) for a registered student organization

Advising (at least 5%)

The University of Southern Indiana identifies academic advising as a crucial element in students' educational development, academic success, and post collegiate goals.   Quality advising is considered a significant component in faculty workload and effort.

Effective academic advisors demonstrate an interest in mentoring students, provide accurate information relating to the university core curriculum and major requirements, and assist students in identifying and pursuing educational goals.   Advising activities may include:

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- Formal and informal communications with students
- Contributions to departmental advising
- Participation in normal and special advising events (i.e. SHD, orientations, etc.)
- Participation in advising related professional development opportunities.

Administration

Administrative assignments are approved by the Dean for duties that are supervisory in nature or fall outside the normal scope of teaching, research, and service. Such assignments can be temporary or long-term but must be approved by the Dean. Such assignments can include, but are not limited to:

- Chairmanship/directorship of an academic unit
- Head of a comparable academic unit and/or program
- Coordination of a special program or multi-section courses
- Leadership (i.e. program accreditation)
- Special assignments and/or projects as designated by the Dean

Grants

Faculty workload for grants and other sponsored projects must be reported to remain in compliance with federal regulations. Please refer to "Effort Certification at the University of Southern Indiana" for additional information.

Other

Any activities not falling within one of the defined areas of workload may be categorized under "other." In such cases, these activities and the categorization must be approved by the Dean.